

WIA COUNSELOR

PURPOSE AND NATURE OF WORK

Position is responsible, under the Workforce Investment Act, for guiding adult and youth applicants through core, intensive, and training services. Work involves interviewing, screening and placement of registrants with varied backgrounds in either Individual Training Account (ITA) approved training, on-the-job training or customized training. Work is performed independently under the direction of a WIA Coordinator or the Workforce Development Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assesses applicants to determine interests and aptitude for completion of training. Completes intake information and determines eligibility for WIA programs. Refers participants to employers or ITA training programs. Prepares training proposals and contracts, and maintains contact with WIA employers and participants to alleviate any possible problems. Determines marketability of different types of training. Procures bids and purchases supplies as needed to facilitate training for participants. Maintains contact with participants for 12 months following completion of training in order to evaluate effectiveness of training. Conducts orientations for individuals interested in WIA services, and refers to other agencies when appropriate.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of WIA rules and regulations.

Considerable knowledge of interviewing and counseling principles, practices and techniques.

Considerable knowledge of educational and vocational training programs available to participants.

Considerable knowledge of local employers and their staffing needs.

Knowledge of social programs and supportive services that may aid participants.

Ability to communicate effectively, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college with major course work in psychology, sociology, public relations, communications or related field and some experience in employment interviewing, counseling, business administration, teaching or social work; or any equivalent combination of training and experience.